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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

NER-Adm-32

February 25, 1937

MEMORANDUM FOR STATE AND COUNTY OFFICES
NORTHEAST REGION

MAR 25 1937

There is attached a copy each of Forms ACP-7 and ACP-8, also a copy of ACP-8a, (memorandum copy of Form ACP-8) which, with other forms, have been prescribed by the General Accounting Office for making payments to Agricultural Conservation Associations covering estimated administrative expenses. These forms (ACP-7, 8 and 8a) will be the only forms required for submitting the first estimate of expenditures of the association.

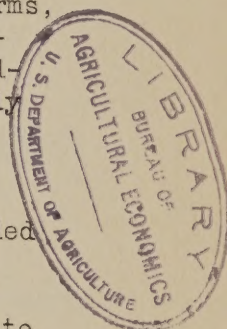
Instructions for preparing subsequent accounts will be forwarded in the near future.

The estimate may cover the period "March-April" unless the State Executive Officer issues instructions to the contrary, in which case it will cover "March". The first account cannot be paid until the bond of treasurer has been approved and the organization papers received. Since this may cause some delay in the payment of the first estimate, it is suggested that the first estimate be submitted to cover the two months' period of March and April.

The original and five copies of these forms shall be prepared by the secretary of the association. Any changes or erasures on these forms must be initialed by the president or secretary of the association. No changes or corrections shall be made by the State Office in any figures certified to by the county association officials on Forms ACP-7 and ACP-8. In the event that an item is to be corrected, disallowed or reduced by the State Office, such change shall be shown on a "Schedule of Exceptions" or a memorandum attached to the account by the State Office. A copy of any such "Schedule of Exceptions" or memorandum should be mailed to the Association for its information.

Preparation of Form ACP-7, "Estimate of Administrative Expenses".

Form ACP-7 follows very closely the annual budget (Form ACP-19) and is self-explanatory. However, care should be taken to see that all copies are identical in every detail and that no items are included which are not in accordance with the approved annual budget and that the rates of compensation and the unit price for materials or commercial services do not exceed the provisions made therefor in the annual budget.



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There follows a portion of Form ACP-7, with key letters inserted in the spaces requiring explanation, which is given in corresponding instructions set forth below:

Form ACP-7
UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Form approved by Comptroller General, U. S.
September 5, 1936

A
(Code No.)

ESTIMATE OF ADMINISTRATIVE EXPENSES

B
(Agricultural Conservation Association or Committee of Producers)

C
(County)

D
(State)

Estimate of administrative expenses to be incurred in cooperating in carrying out the Soil Conservation and Domestic Allotment Act (approved February 29, 1936), as amended, during the month of E

Payments to be made to:

F
(Name)

G
(P. O. Address)

Item	Estimated		Amount
	Days	Rate	
	H	I	J
Compensation:			
Secretary.....			
Treasurer.....			
County Committee.....No. of members..K...			
Community Committee.....No. of members.....			
Field supervisors.....No. of persons.....			
Office assistants.....No. of persons.....			
.....			

A - Enter State and County Code Numbers.

B - Enter "Agricultural Conservation Association".

C - Enter name of County.

D - Enter name of State.

- E - Enter period covered, such as "March" or "March-April".
- F - Enter name of treasurer, followed by "Tr.".
- G - Enter address of treasurer.
- H - Enter total number of estimated days for all employees in the same class receiving the same salaries.
- I - Enter per diem rate of each class.
- J - Enter the amount obtained by multiplying the figure entered in "H" by the figure entered in "I".
- K - Enter number of persons employed.

For personal service items entered on this form, the number of days entered in Column "H" times the rate per day entered in Column "I" must give an amount equal to that shown in Column "J" for the respective item. If there are two or more rates of pay for an item, such as "Field Supervisors" or "Office Assistants", a separate entry should be made for each rate of pay. Such separate entries should be made under "Items not provided for above" and must show the same information as would be shown if the item were entered in the usual space.

The amount of the item "Unclassified" should not exceed 10 percent of the total estimated for the period. This item may be used to supplement provisions made for other items, or may be used to cover items of expenses not anticipated at the time the estimate was prepared, provided such items are in accordance with the approved annual budget.

Preparation of Form ACP-8 and ACP-8a, "Public Voucher for Payments".

Form ACP-8 is the covering voucher and will require careful preparation. The original should be prepared on Form ACP-8 and the copies should be prepared on Form ACP-8a.

There follows a copy of the heading of voucher Form ACP-8, with key letters inserted in the spaces requiring explanation, which is given in the corresponding instructions set forth below:

Form ACP-8
U. S. DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Form approved by Comptroller General, U. S.
September 5, 1936

D.O. Vou. No. A
No. B

PUBLIC VOUCHER FOR PAYMENTS TO AGRICULTURAL CONSERVATION ASSOCIATIONS
OR COMMITTEES OF PRODUCERS

(Soil Conservation and Domestic Allotment Act, approved
February 29, 1936, as amended)

U. S. C
(Department, Bureau, or Establishment)

Appropriation D

The United States, Dr., To E
(Payee)

Address F

 F

Paid By

(For use of Paying
Office)

A - Leave Blank.

B - Enter "1 March-April" or "1 March". The voucher
covering the second period will be "2 ".
Directly under this line enter the state and
county code numbers.

C - Enter "Department of Agriculture, A.A.A. Northeast
Division".

D - Leave blank.

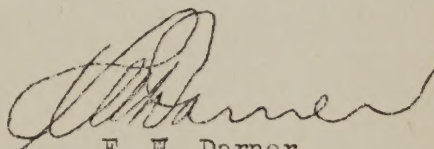
E - Enter the christian name, additional initial if any,
and surname of the treasurer, followed by "Tr.".
Directly under this line and to the left of the
word "(Payee)" enter the name of the county. To
the right of the word "(Payee)" enter the letters
"C.A.C.A.".

F - Enter the County Agent's name and address preceded
by the words "Care of" if the County Agent is
secretary of the association. In case the County
Agent is not secretary of the association, the
address of the association's office should be
entered in this space.

The preparation of Voucher No. 1 for each county will be relatively simple since there will be no entries to be made in lines 1 through 5. The amounts entered in lines 6 and 7 will be the amount estimated for the period as shown on Form ACP-7, "Estimate of Administrative Expenses".

Transmittal and Approval of Forms ACP-7, ACP-8 and ACP-8a.

As soon as the estimate (Form ACP-7) and the covering voucher (Form ACP-8) have been prepared and signed by the president and secretary, the original and four copies of Form ACP-7, and the original of Form ACP-8 and four memorandum copies on Form ACP-8a, shall be mailed immediately to the State office. One carbon copy of each form shall be retained in the Association's files. The State Executive Officer will indicate his approval of the estimated expenditures shown on Form ACP-7 by approving and signing Form ACP-8 over the title "State Executive Officer", after inserting the amount for which approved. One set of carbons will be retained by the State office and the original and three carbons mailed to the "Northeast Division, Washington, D. C."



F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

